

Section 3.3.1 OPTIONS MENU

Security - Define User

User ID Tab

Purpose	This section provides the procedures for a Department or Statewide Security Administrator to follow when assigning a new user access to DCDS and when updating or deleting user information by using the User ID tab. It also provides instructions to copy the details of an existing user for a new user's access in DCDS.
Tabs	User ID
Reminders	<ol style="list-style-type: none">1. The User ID tab is accessed through the <u>O</u>ptions, <u>S</u>ecurity, Define <u>U</u>sers items on the Menu bar.2. The User ID tab displays the information for the highlighted user in the selection list, or the window displays empty when a new user is being added or when user information is being copied. It provides the ability to add new users, update or delete existing users, and copy an existing user's detail to a new user. The User ID tab displays the User Definition window.3. The central control agency defines the Department Security Administrators (DSA) for each agency. The DSA can inquire on his/her own data, but cannot update his/her profile. Each agency is required to define the additional users who require access to the system.4. If a User ID or password needs to be changed, see the Department Security Administrator (DSA).5. Agencies should conform to the State's E-Mail System GroupWise standards and policies when establishing User IDs for DCDS. Agencies that do not use GroupWise can have user IDs reserved so that other agencies don't use them. This process is to help with implementation of a single user ID for all systems for each user.
References	<i>No specific references.</i>

User ID Tab

When adding a new user to DCDS, the User Definition window is displayed when the New button is selected. This window is used to enter the information required to create a new User ID.

When copying user information, the User Definition window is displayed when a user is highlighted in the Selection List window and the Copy To button is selected. This window is used to enter information for the new user.

For a previously entered DCDS user, the User Definition window is displayed when a user is highlighted in the Selection List window and the User ID tab is selected. This window displays the User ID that has already been entered. The steps are described on the following page.

DCDS 32

File Edit Options Functions Params Reports Window Help

Define Users

Selection User ID Roles 14 Functions Display

Name: Chard, Christian David SSN: 590-10-1887 User ID: CRANDALLB

User Definition

SSN: 590-10-1887 1

User Id: CRANDALLB 2

Start Date: 12/16/1996 3

End Date: 12/31/2222 4

PW Change Date: 06/25/1999 5

Mail Id: 6

Telephone No: 7

Location: 8

Modified User Id: CRANDALLB 9 Modified Date: 07/31/1999 14:24:32 10 Version Number: 11

<=> Refresh Roles Define Scope Copy To New Delete Save Close

12 13

Ready

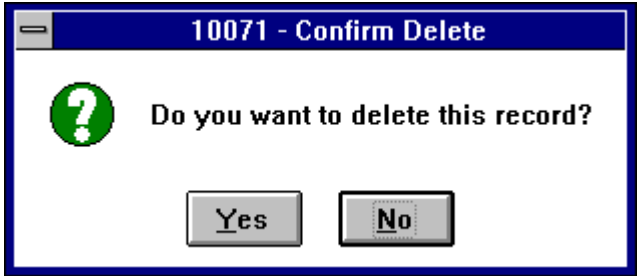
DCDS Input Procedures - User ID Tab

Follow the steps below to create, update or delete a user's access to DCDS.

Step	Field Name	Action
1	SSN*	When adding a new user, enter the user's Social Security Number. If copying information, enter the Social Security Number of the new user. When the SSN is entered and the user tabs to the next field, the appropriate name is displayed in the Name field located on the top of the window.
2	User ID*	When adding a new user, enter the User ID. Valid characters are A - Z and 0 - 9. The minimum number of characters is 6, the maximum number is 30 characters. Note: User IDs should be assigned in accordance with the instructions outlined in <i>Section 3.1</i> .
3	Start Date	Enter or update the user's start date if different from default. Note: Defaults to the current date.
4	End Date	Enter the user's end date when applicable. If an end date has expired, the user will not be able to log onto DCDS. Note: Defaults to 12/31/2222.
5	PW Change Date	The password change date field displays the date the password was last changed.
6	Mail ID	Enter or update the user's e-mail address (maximum of 30 characters).
7	Telephone No	Enter or update the user's contact telephone number (maximum of 18 characters).
8	Location	Enter or update the user's work location (maximum of 30 characters). The location may be used to route output printed at a central site.
9	Modified User Id	Indicates the User ID of the individual who updated information about the user or changed a password.

**indicates a required field that must be entered*

User ID Tab

Step	Field Name	Action
10	Modified Date	The last date a password or user information has been changed.
11	Version Number	Displays each time a user logs on. It represents the DCDS version used when a log on occurred.
Delete DCDS User		
12	Delete button	<p>To delete user access, click on the Delete button located at the bottom of the window (or press Alt + D). The system will request verification of the delete command. Click the Yes button to delete all data for the user. Click the No button to cancel the action.</p> 
13	Save button	<p>Click on the Save button located at the bottom of the window (or press Alt + S). This saves all the information entered for the user. If copying information, it copies the roles, functions and scope of the originally highlighted user to the user named on this screen. Immediate access is granted to the new user.</p> <p>Note: When a new user is added, a pop-up window appears when the Save button is clicked. The pop-up window displays the temporary password generated for the user by DCDS. The Department Security Administrator must notify the user of the temporary password. See <i>Section 3.3</i> for instructions on how users can change their password.</p>
14	Tab	Click on the appropriate tab. Click on the Roles tab to assign roles to a user or click on the Functions tab to assign functions.